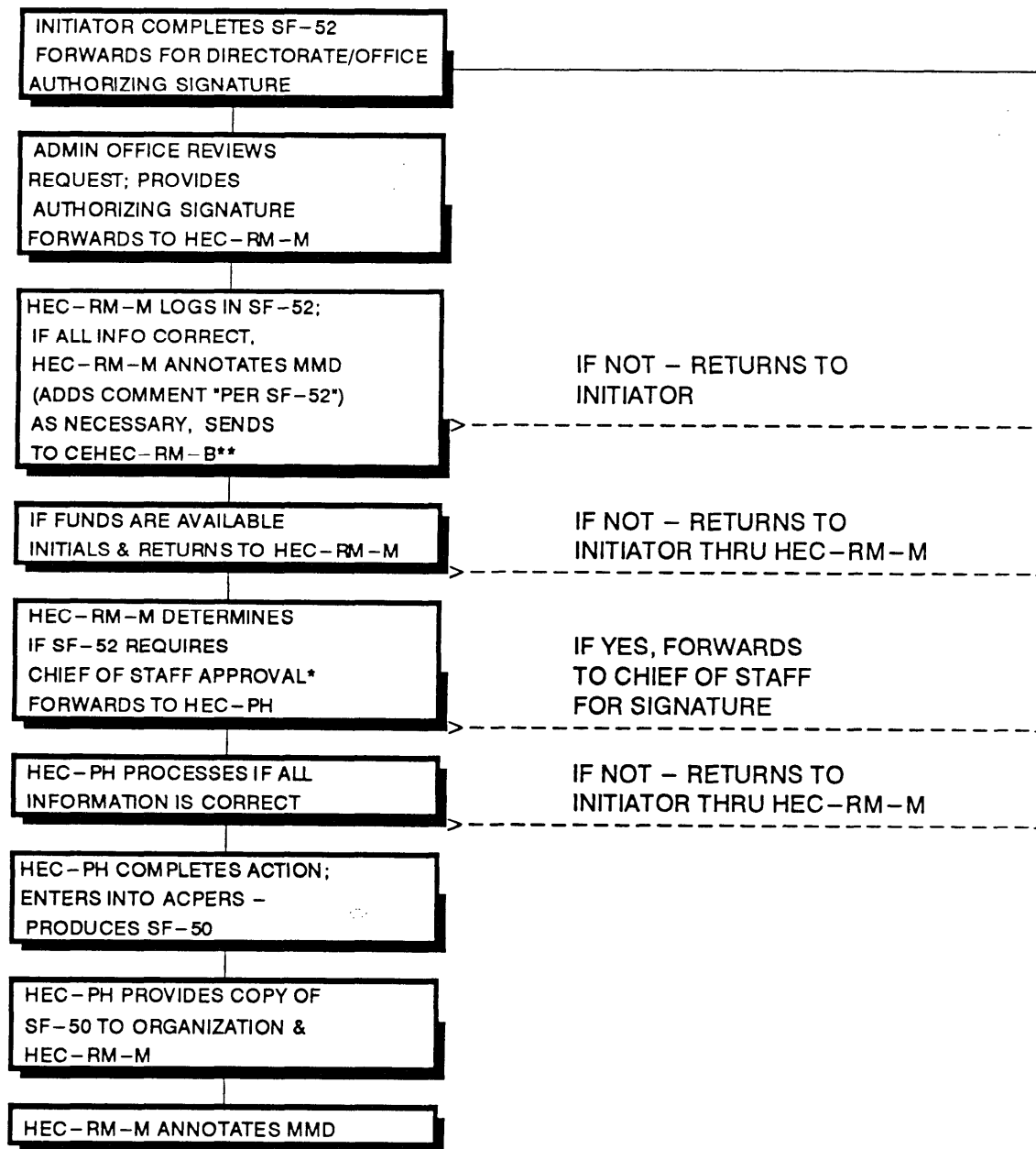


APPENDIX D

SF-52 FLOW PROCESS CHART



*SF-52s FOR C/S THAT EXCEED
MANPOWER VOUCHER
ESTABLISH
RECRUIT
REASSIGNMENT
POSITION REVIEW
CHANGE IN APPROPRIATION
PROMOTION (High Grade)
TEMP PROMOTION (High Grade)

** SF-52s FOR HEC-RM-B
PROMOTION
TEMP PROMOTION
RECRUIT
REASSIGNMENTS
CHANGE IN APPROPRIATION
CONVERSION

OM 570-1-2
30 Jun 94

SF-52 PERSONNEL CODES

1. Promotion
2. Temp Promotion
3. Detail
4. Termination of Detail
5. Establish*
6. Recruit (Exempt stay-in-school*
and Summer Hire)
7. Abolish
8. Realignments
9. Reassignments*
10. Position Review (High grades only)*
11. Resignation
12. Long Term Training
13. Extension of Appointment, details, etc.
14. Terminations
15. Transfer of Functions
16. LWOP - Leave Without Pay
17. Name Change
18. Retirements
19. Change in Appropriations*
20. Conversion*
21. Change in Position Sensitivity
22. Loss of Personnel
23. Request for Non-Competitive Promotion
24. Extension of Temporary Appointment
25. Return to duty from LWOP
26. Appropriation Code Correction (AMSCO)
27. Employee Position Title Change
28. Job Series Change
29. Pay Grade Change
30. Pay Change
31. Organizational Title Change
32. Duty Station Change
33. Promotion (High grades only)*
34. Payroll Block Change
35. Payroll Location Code Change
36. F&A Code Correction
37. ACPERS Organization Code Correction
38. Temp Promotion (High Grades Only)*
39. Recruit Stay-in-School/COE
40. Recruit Summer Hire

* Denotes SF-52 that should be approved by Chief of Staff